



# Sonali Bank PLC

*Credible and Smart*

NO. HRMD/OMD/SEC-1/ 876

Dated : 26 January 2025

Mohammed Rezwan Al Bakhtiar  
Chief Information Technology Officer  
Sonali Bank PLC  
Head Office  
Dhaka, Bangladesh.

Subject : Sanction of 12 days leave (outside Bangladesh) with full pay to visit Canada.

Sir,

Reference may please be made to your application dated 13 January 2025 on the captioned subject.

We have the pleasure to advise you that in consideration of your application, the Board of Directors of Sonali Bank PLC in their 881th meeting held on 21 January 2025 has sanctioned 12 days leave (outside Bangladesh) including transit period and government/ weekly holidays from 09 February 2025 to 20 February 2025 or from the date of availing with a permission to visit Canada as under the following terms & conditions:

### **Terms & Conditions:**

- 1) You will have to bear all expenses of the visit. There will be no financial involvement of Sonali Bank PLC & Government of Bangladesh.
- 2) Over stay in abroad will not be allowed.
- 3) This sanction letter will remain valid for 03 (three) months from the date of issue.

As per approval of the authority Mr. Md Zahirul Islam (34465), Deputy General Manager, Information Technology Division (Business IT), Head office, Dhaka will take over the charges (as additional Charges of his present duties) of the Information Technology Division temporarily during your leave period.

Yours Faithfully,

Sd/-

(Mostak Ahmed)

Assistant General Manager

### **Copy forwarded for kind information & necessary action to:**

01. The Chief Information Technology Officer, Information Technology Division, Sonali Bank PLC, Head Office, Dhaka with a request to send us the related joining report of the above executive specifying the Tenure of leave availed.
02. The Deputy General Manager, CEO & Managing Director's Secretariat, Sonali Bank PLC, Head Office, Dhaka.
03. The Deputy General Manager, Central Accounts Division (Payment), Sonali Bank PLC, Head Office, Dhaka.
04. Mr. Md Zahirul Islam (34465), Deputy General Manager, Information Technology Division (Business IT), Sonali Bank PLC, Head office, Dhaka.
05. Immigration Officer, All Airports, Bangladesh.
06. EDP Copy (To upload the letter on Bank's website).

Assistant General Manager

**MOSTAK AHMED**

Assistant General Manager

Human Resource Management Division

Head Office, Dhaka.

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